



# SITE PLAN SUBMITTAL CHECKLIST

*This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-application meeting or upon review of the plans.*

APPLICATION REQUIREMENTS		
	Applicant	Staff
<b>Universal Application Form:</b> The completed application form shall include the notarized signatures of the applicant and the owner(s).		
<b>Project Narrative:</b> A narrative indicating the purpose of the development and what is being proposed, and how the site plan meets the Zoning Ordinances and adopted plans such as The Colony Comprehensive Plan and the Master Thoroughfare Plan, etc.		
<b>Fee:</b> Fee paid as described in the current Development Services Fee Schedule		
<b>Site Plan:</b> Fourteen (14) copies of site plan (24" X 36") FOLDED		
<b>Site Plan:</b> One (1) copy of the site plan (11" X 17")		
<b>Preliminary Drainage Plan:</b> Fourteen (14) copies of the preliminary drainage plan (24" X 36") showing flow arrows on subject property and adjacent tracts and streets. Show any proposed drainage improvements (inlets, weirs, etc.). Include a table with drainage calculations (Q numbers) coming off property.		
<b>Preliminary Utility Plan:</b> Fourteen (14) copies of the preliminary utility plan (24" X 36") showing the location of water, sewer, gas and other utilities.		
<b>Landscape Plan:</b> Fourteen (14) copies of landscape plan (24" X 36") FOLDED		
<b>Landscape Plan:</b> One (1) copy of the landscape plan (11" X 17")		
<b>Color Elevations:</b> Fourteen (14) color copies of building elevations (11" X 17")		
<b>Landscape Summary Worksheet:</b> One (1) completed form		

GENERAL PLAN SPECIFICATIONS:		
	Applicant	Staff
<b>Legibility:</b> Each plan shall be drawn at a scale at which all details of the drawing are legible after the drawing has been reduced to an 11" X 17" format		
<b>Use of land and buildings:</b> The proposed land use shall be in compliance with the land use regulations as outlined in Section 10-100 of the Zoning Ordinance, Schedule of Uses.		
<b>Drawn to scale:</b> The scale of the drawing shall be in a scale that shows all the elements in sufficient detail so that staff and decision making bodies may conduct a thorough review.		
<b>Notation of the scale:</b> Engineering scale required.		
<b>Bar or graphic scale and directional, north arrow.</b> The north arrow shall be oriented either to the top or the right of the pages.		
<b>Legend:</b> The legend shall include an explanation for all graphic symbols used on the plans.		
<b>Date:</b> The plans shall include the date of the initial preparation and the date of any subsequent revisions.		
<b>Project Number:</b> Following the submittal of the site plan, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible on all plan sheets in all subsequent title blocks.		
<b>Location map:</b> The location map shall clearly indicate the site and reference existing major streets or highways.		



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## SITE PLAN:

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<b>Title block:</b> A title block including the following information shall be included on each page: Name and project number of the proposed project. Type of Plan: "Site Plan," "Landscape Plan," or "Building Elevations" Legal description (whether County Abstract or platted lot) of the subject property. Name, address, telephone number and email of the property owner. Name, company, company address, telephone number and email of the engineer and/or architect who prepared the applicable plan.		
<b>General Requirements:</b> Scale drawing showing all public and/or private streets, building sites, lots and block numbers, areas proposed for dedication (whether right-of-way, easements or private common areas), parks, parkways, walls, fences, fire lanes, points of ingress and egress, and specific areas proposed for each land use.		
<b>Zoning District Boundaries:</b> All zoning districts, current uses and owners of each tract adjacent to the project site shall be labeled on the site plan. If the adjacent zoning district is a Planned Development (PD), the existing use shall also be shown (examples: PD 11 – Retail Uses or PD 14 – Residential Uses).		
<b>Subdivision Boundaries:</b> Include the names and phase numbers of any adjacent subdivisions and land use.		
<b>Structures:</b> The location of all existing buildings and/or structures that are to remain on the lot, as well as the proposed buildings and/or structures. All entrances to buildings shall be shown.		
<b>Size and Bulk:</b> The building size (total square footage, length and width), height, number of stories, floor-area ratio (FAR) and total square footage of each use (such as office and retail) shall be detailed in a Site Data Table.		
<b>Lot Size and Density:</b> The total acreage and dimensions of the project lot(s) shall be clearly labeled and the proposed use shall comply with the City density requirements, as outlined in Section 11, Area Regulations, of the Zoning Ordinance.		
<b>Easements:</b> All existing and proposed easements and their sizes are to be shown on the site plan (filing information not required on site plan).		
<b>Building setback lines:</b> All building setback lines shall be shown on the site plan, as described in Section 11 of the Zoning Ordinance.		
<b>Parking standards and layout:</b> All parking spaces shall be dimensioned and provided in accordance with the standards of Section 13 of the Zoning Ordinance. Parking calculations shall be shown in a table format that includes the standard applied, number of spaces required and number of spaces provided, including handicapped accessible spaces. The dimensions of a typical parking space shall be indicated on the site plan.		
<b>Stacking and Escape Lanes:</b> When applicable, the location, lane width and number of vehicles that can be accommodated in the drive-thru lane and stacking lanes, as well as the location of the order boards.		
<b>Loading standards and layout:</b> All loading spaces shall be dimensioned and provided in accordance with the standards of Section 14 of the Zoning Ordinance. Loading space calculations shall be shown in a table format that includes the standard applied, the number of spaces required and the number of spaces provided.		
<b>Exterior Materials:</b> For commercial buildings located within the Gateway Overlay District, refer to Section 10A-900 for allowed materials. For commercial buildings located elsewhere, refer to Section 17-106.1 for allowed materials. In some cases, the governing Planned Development requirements overrule either or both of these regulations. Show the percentages of materials proposed in a legend for each façade of the proposed building.		



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<b>Gateway Overlay District requirements:</b> If the proposed project is located within the Gateway Overlay District, the requirements of Section 10A of the Zoning Ordinance are applicable.		
<b>Gateway Overlay District Public Amenity requirements:</b> Refer to Section 10A-1000 for the required public amenities to be provided, depending on the size of the development. These public amenities should be listed in a table showing the number of amenities required and the manner in which they have been met.		
<b>Gateway Overlay District Bicycle requirements:</b> Refer to Table 1 in Section 10A-1100 to determine the number of bike racks required, depending on the size of the development. The location of the bike rack(s) shall be shown on the site plan and referenced in the Public Amenities table.		
<b>Signage:</b> The site plan shall show the proposed location, height and width, effective sign area, light source and materials in accordance with the standards of Section 15 of the Zoning Ordinance and Chapter 6, Article XI, Signs, of the Code of Ordinances. If an electronic reader board is proposed, include dimensions and the frequency of image change. Sign elevations shall be shown in an inset or on a separate sheet.		
<b>Screening:</b> The location and type of all existing and proposed screening, including screening of the proposed use from adjacent properties, screening of mechanical equipment, screening of sanitation containers, parking areas, bay doors and vehicles awaiting repair shall be shown. The height, materials and color of solid wall screening shall be included. If a vegetative screen is proposed, the spacing, height at the time of planting, and height at the time of maturity shall be detailed in the Site Data Table.		
<b>Dumpster location and screening:</b> All sites are encouraged to provide space for both trash and recycling receptacles. These receptacles shall have forty (40) feet of clear backing space for maneuverability. Trash and recycling receptacles that are located within the Gateway Overlay District are required to be screened, in conformance with Section 10A-800(H) of the Zoning Ordinance.		
<b>Building proximity:</b> The distance to adjacent structures shall be shown on the site plan to ensure proper fire rating of exterior walls and zoning district setbacks.		
<b>Lighting:</b> Any exterior lighting shall be indicated on the site plan, shall include the height of the proposed light standards and conform to Section 17-107(A), External Lighting, of the Zoning Ordinance.		
<b>Street and thoroughfare design:</b> The proposed street and thoroughfare design shall conform to the criteria in the <i>Engineering Design Manual</i> and the <i>Master Thoroughfare Plan</i> .		
<b>Driveways:</b> The throat depth, width radii of proposed entrance(s) to the subject property shall be shown. Show also the distance between drives, measured curb to curb.		
<b>Streets:</b> All public and/or private rights-of-way (including alleys) within 300 feet of the subject property shall be shown on the site plan. The widths of each shall be labeled. If a right-of-way has a variable width, indicate the width in a minimum of three (3) places along the roadway. Show all applicable corner clips, visibility triangles, medians, turn channels, and drainage inlets.		
<b>Sidewalks:</b> The location and width of sidewalks shall be included. If the location of the sidewalk meanders into the subject property, include a pedestrian access easement on the associated plat and indicate this on the site plan. Include appropriate designations for accessibility according to the Americans with Disabilities Act (ADA) at each location where a sidewalk crosses a drive.		
<b>Fire Lanes:</b> All existing and proposed fire lanes shall be shown on the site plan with shading. Fire lane paving specifications are to be noted on the site plan and are to be in accordance with the Code of Ordinances.		
<b>Fire sprinklers:</b> Where the Adopted International Codes apply, the proposed building shall have fire sprinklers. A note on the site plan shall indicate if the building is to be sprinkled.		



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## LANDSCAPE PLAN:

	<i>Applicant</i>	<i>Staff</i>
<b>General Landscaping requirements:</b> Proposed landscaping shall be in conformance with Section 17A of the Zoning Ordinance or the governing Planned Development regulations, if applicable. Landscape Summary worksheets with all calculations complete shall be included with the application packet.		
<b>Gateway Overlay Landscaping requirements:</b> Refer to Section 10A-700 for general standards of landscaping, including the required street buffer widths, plant selection, number of plants required, installation and maintenance.		
<b>Gateway Overlay Landscaping Point system:</b> Refer to Tables 1 and 2 in Section 10A-700 for the number and type of landscaping points required for development within the Gateway Overlay District. These additional landscaping amenities should be listed in a table showing the number of landscaping points required and the manner in which the points have been met.		
<b>Tree Survey:</b> If the subject property has existing trees on the tract greater than ten (10) inches in caliper, a separate tree survey shall be submitted along with the landscape plan. A tree mitigation plan shall be submitted in accordance with the requirements of Section 17B, Tree Preservation, of the Zoning Ordinance. If there are no trees on the subject property, an email stating this condition is sufficient to meet this requirement.		
<b>Tree and Shrub Selection:</b> All proposed trees, shrubs, flowers or ornamental grasses, and grass cover shall be selected from Section 17A-1100, Recommended Plant List, of the Zoning Ordinance (or, if within the Gateway Overlay, from Section 10A-800).		
<b>Landscape Buffer and Street Yard Calculation:</b> Street yard is defined as the area between the right-of-way and the front façade of the structure (see Section 17A-200 for the definition for multiple structures on a lot). The street yard shall be shown on the landscape plan. A minimum of twenty percent (20%) of the street yard shall be landscaped. In addition, those developments in the Gateway Overlay District shall maintain a landscape buffer (see Section 10A-700 for specific details).		
<b>Legend:</b> Include a legend referencing each symbol for plants used on the landscape plan.		
<b>Landscape standard notes:</b> Include the following standard notes on the landscape plan: “All landscaping is to be irrigated in accordance with City standards.” “All irrigation systems are to be fitted with rain and freeze gauges in accordance with City standards.”		
<b>Water and sewer lines:</b> All water and sewer lines and their sizes shall be shown on the landscape plan, including Fire Department connections.		
<b>Plant maintenance:</b> Describe provisions for maintenance of existing and proposed plant materials.		

## ELEVATIONS:

	<i>Applicant</i>	<i>Staff</i>
<b>General Requirements:</b> Color elevations of all sides of the proposed structure shall include the materials and colors to be used. In addition, the percentage of masonry (excluding windows and doors) of each façade shall be included to ensure compliance with Section 17, Site Plan Approvals and Special Development Standards, of the Zoning Ordinance. If the proposed project is located within the Gateway Overlay District, Section 10A-900 is also applicable. Façade colors shall also be indicated on the elevations.		
<b>Labeling:</b> Each side of the proposed building shall be labeled and shown on the elevations.		
<b>Building height:</b> The height of the proposed building shall be labeled on the elevations and be in conformance with Section 12, Height Regulations, of the Zoning Ordinance.		



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<b>Dimensions:</b> The building elevations shall show the dimensions of the proposed structure.		
<b>Signature block:</b> The Site Plan shall include the following signature block:  Approved by the City Council on the _____ day of _____ 20____."		
_____		
Planning Director		

## DURATION OF SITE PLAN:

**Expiration:** Site plans in all zoning districts, except Planned Development Districts, remain in effect for a period of two (2) years following City Council approval. If construction has not begun within that time frame, the site plan shall be re-submitted and reviewed by the Planning Director and may require additional City Council approval. Site Plans in Planned Development Districts have no expiration date.

## TYPICAL TIME LINE:

**Time Line:** The following chart gives a "best case scenario" for the site plan process. From submittal to City Council approval is typically 1½ to 2 months.

